

City of Lowell
Job Description
Please Post: September 15, 2016
Deadline: September 29, 2016
Health and Human Services Department
MOAPC Coalition Coordinator

Job Title: MOAPC Coalition Coordinator (1100-DH07, 2324)
Department: Health and Human Services Department- Health
Reports to: Director of Health and Human Services
Salary: \$44,203.12(min) to \$51,821.12(max) annually. 35hrs/week- Grant Funded

SUMMARY

The Massachusetts Opioid Abuse Prevention Collaborative (MOAPC) Coalition Coordinator will be responsible for coordinating the planning, implementation and evaluation of opioid abuse prevention activities under the MOAPC grant for the City of Lowell and the towns of Billerica, Chelmsford, Dracut, Tewksbury, Westford, and Wilmington. Prevention activities under MOAPC utilize the Strategic Prevention Framework (SPF) to ensure a consistent data-driven planning process focused on implementing effective and sustainable strategies and interventions. This is a program funded through the Massachusetts Department of Public Health, Bureau of Substance Abuse Services (BSAS).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

- Coordinates and facilitates MOAPC meetings of the 7 communities that make up the Greater Lowell Cluster Communities;
- Coordinates the opioid abuse prevention activities of the MOAPC Cluster;
- Collects data regarding prevention efforts from the 7 MOAPC communities in order to complete MOAPC quarterly reports;
- Attend the Mayor's Task Force on Opioid Awareness, the Greater Lowell Health Alliance's Sub-Committee on Substance Abuse and the District Attorney's monthly meeting on substance abuse. Serve on committee's and task forces as assigned by the Health and Human Services Director
- Leads the MOAPC coalition in a Strategic Prevention Framework-based process, including Strategic Planning activities, monitoring, and adherence to a logic model and program evaluation;
- Oversees the MOAPC budget, including monitoring expenditures for appropriateness;
- Works with the BSAS team and its technical assistance partners to address education, training and technical assistance needs;
- Coordinate and attend training and education opportunities for the MOAPC Cluster partners;
- Gather/receive, prepare and disseminate information to regional partners and the public; including survey development and analysis, focus groups and key informant surveys as

appropriate.

- Develop and Conduct health education sessions with MOAPC Cluster partners to support the identified shared goals in the Strategic Plan and Logic Model;
- Attend and represent the MOAPC Cluster at all State and regional coalition coordinator meetings;
- Work collaboratively with the City Departments on joint projects relating to interventions identified by the MOAPC Cluster communities;
- Develop and conduct appropriate outreach strategies for community members, human service organizations and community partners to promote a better understanding of the goals of the MOAPC grant and the interventions identified by the Cluster communities;
- Maintains the regional www.DrugFreeGreaterLowell.org website with relevant and up-to-date information;
- Works collaboratively with the MOAPC Cluster communities to attain sustainability of the substance abuse prevention activities, and implement and evaluate these activities' in the region;
- Promotes and communicates Cluster goals, objectives activities and outcomes through media and other Community information channels to other coalitions and task forces working on similar issues, local drug free community grantees, prevention provider agencies and other prevention entities as appropriate.

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATIONS

To perform this job successfully, an individual must possess a strong meeting facilitation and coalition coordinating skills. Understanding of federal and/or State grants; strong writing and public speaking skills are essential; highly proficient in computer skills including all Microsoft Office Suite products. Experience with communication tools and social media a plus, including Google docs, Doodle polls, Survey Monkey, Facebook and website management.

EDUCATION and/or EXPERIENCE

Either: (a) a Master's degree in Public Health, Human Service, Social Work, Mental Health and two years' experience in planning, implementation and evaluation of substance abuse prevention and coalition coordination; or (b) a Bachelor's degree in one of the above fields of study and 3 years' of experience as outlined above. Bilingual skills a plus. Must either be a Certified Prevention Specialist or be willing to complete certification within two years of hire.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and business correspondence. Ability to speak effectively before individuals or employees of an organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock (electrical outlets). The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline~September 29, 2016.

Applicants may also send application/resume with cover letter to fax# 978-446-7102 or email to cityjobs@lowellma.gov.

EOE/AA/504 EMPLOYER